



Administrative Support

Temporary: From as soon as possible to end March 2016

Part-time: 2 days per week

Reports to: Deputy Director

Salary: £22,889 Pro rata (depending on experience)

Palestine Solidarity Campaign (PSC) is advertising for a temporary, part-time Administrative Support worker to help in our busy office. We are looking for a reliable, enthusiastic, accurate, and well-organised person, to provide support to the team. This post is for a fixed term until the end of March 2016.

Person specification

Essential

- Experience of providing administrative support
- A self starter, able to handle a demanding work load with flexibility
- Methodical and organised with good attention to detail
- Ability to work as part of a team
- Speedy and accurate input and word processing skills
- Professional telephone manner
- Support for the aims and objectives of PSC

Desirable

- Experience of working with a CRM system, ideally Raiser's Edge
- Experience of working with Microsoft Word, Excel and other MS Office programmes
- Previous customer service experience

Job Description

- Inputs information quickly and accurately from a variety of sources into membership and finance databases.
- Takes customer orders and ensures that they are fulfilled.
- Handles enquiries including incoming phone calls.
- General office tasks including filing and photocopying.
- Works within the policy, aims and objectives of the Palestine Solidarity Campaign.
- Respects and maintains confidentiality of information.

Flexibility

- In order to work effectively in a changing environment other tasks may be required